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Overview

Introduction   The CIPPS Menu and Link functions expedite data entry and masterfile maintenance by facilitating navigation to the different screens involved in certain core payroll activities (e.g., new hires, rehiring terminated employees, terminations). Screen navigation is achieved automatically either through user selected (Menu) or system established (Link) screen to screen navigation patterns. When using these functions, users are required to enter any data correctly in the screens associated with the chosen payroll activity.

Link and Menu Functions Contrasted   Menu and Link are both CIPPS navigation tools, but there are fundamental differences in their operation:

Menu	Link
Payroll activity selection displays a menu of screens that <u>may</u> need to be accessed during the payroll activity.	Payroll activity selection automatically invokes a link of commonly used screens, unique to the chosen payroll activity.
CMD Qualifier (key data elements) must be entered following payroll activity selection.	CMD Qualifier must be entered along with payroll activity selection above.
User selects screens to be accessed from the screen menu.	N/A
After screen selections are made, users are automatically navigated to the selected screens.	Link navigates users automatically between the established link of screens related to the chosen payroll activity.
Users are intermittently returned to the menu of screens before navigating to the next selected screen.	Users are not returned to a menu. Navigation between screens is automatic.
Menu offers Employee Reciprocal Tax and Employee Pay/Tax payroll activities.	Employee Reciprocal Tax and Employee Pay/Tax payroll activities are not supported.

Payroll Activities   Menu and Link displays the data entry screens supporting the following core payroll activities:

Payroll Activity	Description	CAPP Topic
New Hire - Salary	Set-up a salaried employee.	50305, 50310
New Hire - Wage	Set-up an hourly employee.	

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Overview, Continued

Payroll Activities, continued

Payroll Activity		Description	CAPP Topic
Rehire - Salary		Rehire a salaried employee.	50310
Rehire - Wage		Rehire an hourly employee.	
Wage to Salary		Move an employee from a wage position to a salaried position.	
Salary Promotion		Maintenance when a salaried employee receives a promotion or pay increase.	
Terminations		Maintenance when an employee is terminated.	50320
Employee Reciprocal Tax	Menu Function Only	Maintenance when an employee requests reciprocal taxing.	50315
Employee Pay/Tax		Process Manual Pay Sets. Review and print screens before and after processing to ensure proper processing.	50705

Screens IDs   In Menu and Link, the original CIPPS screen was duplicated and sometimes, but not always, assigned a different screen ID. Therefore, certain CIPPS screen IDs, such as H0BNE, may be different when accessed using the Menu or Link functions. The information and data entry procedures are identical even though the screen ID may be different. A matrix of CIPPS screen Ids and the corresponding Menu and Link screen IDs follows:

Payroll Activity	Screen IDs			Screen Titles
	CIPPS	Link	Menu	
New Hire - Salary	H0BNE	H0BUA	H0BUK	New Employee Add
	H0BID	H0BUB	H0BID	Employee Identification
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	H0BUO	H0BUF	H0BUO	Employee Job Description
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	HMCU1	HMCUA	HMCUB	Employee Benefits
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H0BBN	H0BUI	H0BBN	Pay Rates and Factors

Overview, Continued

Screen IDs, continued

Payroll Activity	Screen IDs			Screen Titles
	CIPPS	**Link**	**Menu**	
New Hire - Wage	H0BNE	H0BUA	H0BUK	New Employee Add
	H0BID	H0BUB	H0BID	Employee Identification
	H0BUO	H0BUF	H0BUO	Employee Job Description
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H0BBN	H0BUI	H0BBN	Pay Rates and Factors
Rehire - Salary	H0BES	H0BUC	H0BES	Employee Status Information
	H0BID	H0BUB	H0BID	Employee Identification
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	H0BUO	H0BUF	H0BUO	Employee Job Description
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	H0BAD	H0BUJ	H0BAD	Employee Auto Tax Info
	H0ATX	H0AUF	H0AUG	Employee State Local Tax
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	HMCU1	HMCUA	HMCUB	Employee Benefits
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H0BBN	H0BU1	H0BBN	Pay Rates and Factors
Rehire - Wage	H0BES	H0BUC	H0BES	Employee Status Information
	H0BID	H0BUB	H0BID	Employee Identification
	H0BUO	H0BUF	H0BUO	Employee Job Description
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	H0BAD	H0BUJ	H0BAD	Employee Auto Tax Info
	H0ATX	H0AUF	H0AUG	Employee State Local Tax
	H0BB1	H0BUG	H0BB1	Employee Banking Info
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H0BBN	H0BUI	H0BBN	Pay Rates and Factors
Wage to Salary	H0BID	H0BUB	H0BID	Employee Identification
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	H0BBN	H0BU1	H0BBN	Pay Rates and Factors
	H0BUO	H0BUF	H0BUO	Employee Job Description
	HMBU1	HMBUA	HMBUB	General Ledger Codes
	HMCU1	HMCUA	HMCUB	Employee Benefits
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions

Overview, Continued

Screens IDs, continued

Payroll Activity	Screen IDs			Screen Titles
	CIPPS	**Link**	**Menu**	
Salary Promotion	H0BID	H0BUB	H0BID	Employee Identification
	H0BUO	H0BUF	H0BUO	Employee Job Description
	H10AS	H10UA	H10UB	Employee Auto Special Pay
	HMBU1	HMBUA	HMBUB	General Ledger Codes
Terminations	H0BES	H0BUC	H0BES	Employee Status Information
	HMCU1	HMCUA	HMCUB	Employee Benefits
	H0ZDC	H0ZUA	H0ZUB	Employee Deductions
	H10AS	H10UA	H10UB	Employee Auto Special Pay
Employee Reciprocal Tax	H0ATX	N/A	H0AUG	Employee State Local Tax
	H0BAD		H0BAD	Employee Auto Tax Info
	H0ATX		H0AUG	Employee State Local Tax
Employee Pay/Tax	H0BAD		H0BAD	Employee Auto Tax Info
	H0ATX		H0AUG	Employee State Local Tax
	H0BPA		H0BPA	Employee Pay Accumulation
	H10SA		H10SA	Employee Special Pay Accumulations
	H0BTT		H0BTT	Employee Federal Tax & Taxable Amounts
	H0ATA		H0ATA	Employee Company Paid Tax Accumulations
	H0ATB		H0ATB	Employee Tax File Accumulations
	H0ATC		H0ATC	Employee/Company OASDI Tax Accumulations
	H0ATF		N/A*	Employee Local Tax Accumulations
	H0ATG		N/A*	Employee/Company HI Tax Accumulations
	H0ATH		N/A*	Employee/Company Med Tax Accumulations
	H0ATD		N/A*	Employee Third Party Accumulations

Overview, Continued

Screens IDs (continued)

Payroll Activity	Screen ID's			Screen Titles
	CIPPS	**Link**	**Menu**	
Employee Pay/Tax	H0BHA	N/A	N/A*	Employee Hours Accumulations
	H0BTS	N/A	N/A*	Employee State/Loc Tax and Taxable Amounts

*NOTE: These screens were delivered with the Field Expansion project and will be added to the Menu function at a later date.
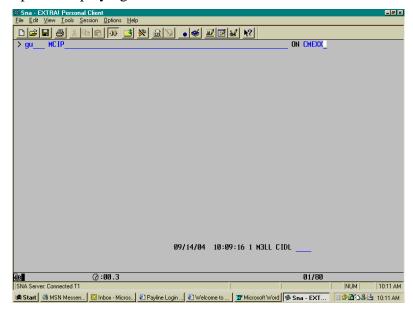
Menu Function

Menu Function Access

To initiate the Menu function, enter the function identification – MCIP on the command line along with the CMEXX screen ID and press Enter.

DO NOT USE THE TOP LINE COMMAND AND COMMAND QUALIFIER FIELDS ONCE THE MENU FUNCTION HAS BEEN INITIATED. Use only the **Command Qualifier and screen selection fields** to move within the Menu function.
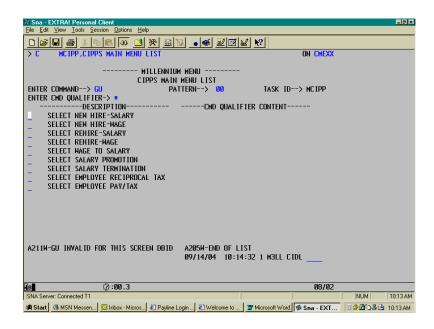
Screen prints displaying access into the Menu function follow:
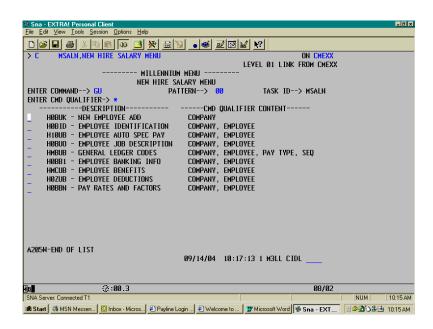
Menu Function, Continued

MENU CMEXX Screen I

The Menu CMEXX Screen I lists the core payroll activities available for use. To select, tab to the appropriate payroll activity and enter an X. Do not enter data in the Command, Pattern, and Task ID fields. Press Enter to display the available screens associated with the selected payroll activity.

A sample screen is shown on the following page.

Menu Function, Continued

**MENU
CMEXX
Screen II**

Note: The payroll activity selected displays in the top middle of the screen.

Command (CMD) Qualifier Content

Beside each screen **DESCRIPTION**, there is a field called **CMD QUALIFIER CONTENT.** This field informs you of the minimal information required to be entered in the CMD Qualifier Content field for each screen. The CMD Qualifier replaces the Command Line. See helpful hints at the end of this topic.

Menu Function, Continued

Data Entry Procedures

The following step/action table describes the data entry process for this sample screen above described as Menu CMEXX Screen II. The basic steps and actions are the same no matter what payroll activity is selected.

Step	Action
1	Tab to the **ENTER CMD QUALIFIER,** ensure the cursor is over the *. Enter the Agency and Employee (if required) number.
2	Tab to the desired screen name(s) and enter an X. Single, multiple, or all screens can be selected in any combination needed.
3	Press Enter.
4	The first selected screen will display. Perform necessary data entry.
5	Press Enter.
6	The Payroll Activity Menu (CMEXX, screen 1) will display. Make sure the **CMD QUALIFIER** field is completed as required.

If you pre-selected multiple screens in step 2, go to step 7. If not, tab to the next screen selection and place an X beside your selection. |
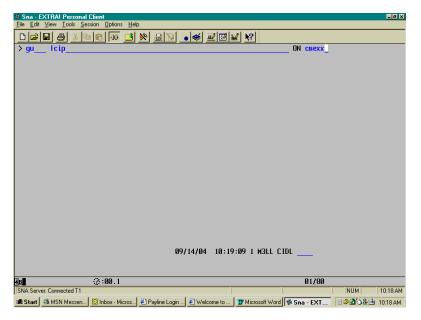| 7 | Press Enter. |
| 8 | Continue steps 4-7 until all desired screens have been accessed and/or the payroll activity is complete. |
| 9 | To exit the Payroll Activity Menu, press the PF3 key to access the main Menu screen. If no other payroll activities are desired, press the PF3 key again to obtain a blank command line. |

Link Function

Link Function Access

To initiate the Link Function place the function identification - LCIP on the command line along with the CMEXX screen ID and press Enter.

DO NOT USE THE TOP LINE COMMAND AND COMMAND QUALIFIER FIELDS ONCE THE LINK FUNCTION HAS BEEN INITIATED. Use only the **Command Qualifier and selection fields** to move within the link function.

Screen prints displaying access into the Link function follow:

Link Function, Continued

LINK CMEXX Screen I

Link CMEXX Screen I lists the various payroll activites available in the Link Function.

Command (CMD) Qualifier Content

Beside each screen **DESCRIPTION**, there is a field called **CMD QUALIFIER CONTENT.** This field presents the minimal information required in the CMD Qualifier Content field for each screen. The CMD Qualifier replaces the Command Line. See the helpful hints at the end of this topic.

Data Entry Procedures

The following step/action table describes the data entry process for the Link Function. The basic steps and actions are the same no matter what payroll activity is selected.

Step	Action
1	Tab to the **ENTER CMD QUALIFIER,** ensure the cursor is over the *. Enter the Agency and Employee number (if required).
2	Tab to the desired payroll activity and enter an X.
3	Press Enter.
4	The first screen of the selected payroll function will display. Perform necessary data entry.

Continued on next page

Link Function, Continued

Data Entry Procedures, continued

Step	Action
5	Press Enter.
6	The next screen in the link will display for data entry. Following data entry, press Enter. Continue this process until the link ends.
7	To exit the Link function, press the PF3 key to display the main Link screen. If no other payroll activity is desired, press the PF3 key again to get a blank command line.

Helpful Hints for Menu and Link

Command Qualifier Content Hints

The following hints relate to the use of the Command Qualifier Content field in either the Menu or Link functions, or both.

Hint	Applies to…
For new hires, you must enter the company number when accessing H0BUK (H0BNE). Once H0BUK is completed, enter the employee's ID number or the system will default to the lowest employee number in the company.	Menu only
If screen prints are required, select the screen (except for the New Employee Add) again, and the updated screen will display.	
Company and Employee refer to the Agency and Employee numbers.	Menu and Link
If no Company number is entered, the system defaults to the lowest Company number for which the user has security. If the employee number is not entered, the system will default to the lowest employee number in the company.	
Company and Employee number will carry-forward to the activity menu selected and display along with the Employee name.	
For HMBUB, the Pay Type and Sequence is required only if there are multiple programmatic records.	
If the "No Records Found" error message displays, use an "I" in the subcommand to insert the record. If the "End of List" error message displays, use an "R" in the subcommand to update the record.	

Helpful Hints for Menu and Link, Continued

General Hints The following hints relate generally to the use of the Menu or Link functions, or both.

Hint	Applies to…
Press Enter or the PF3 Key to return to the Menu or Link screen.	Menu and Link
On Terminations, be sure to go to the employee's H0BID screen and turn the employee to NON-AUTO status for extra security against erroneous payments. This screen is not supported by the Menu or Link functions.	
The company number, employee number, and employee name will be automatically displayed on the data entry screen.	

Internal Control

Internal Control Proper paperwork and authorizations should be in place prior to entering payroll data. Agency payroll and fiscal officers should review data entry prior to certification. All applicable forms/applications used to establish an employee record or to make a change to the current information must be maintained by the agency for audit purposes.

Records Retention

Time Period The Input Transaction Listing, Report 1001, and the Transaction Batch Balance Summary, Report 1005, must be retained for 60 days. All other reports should be retained for five (5) years or until audited, whichever is later.

Contacts

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Subject Cross References

References   CAPP Topic No. 50305, *Employee Adds*
CAPP Topic No. 50310, *Rehires and Employee Data Maintenance*
CAPP Topic No. 50315, *Employee Tax Maintenance*
CAPP Topic No. 50320, *Terminations*
CAPP Topic No. 50705, *Employee and Tax Masterfile Updates*